

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 11</p> <p style="text-align: center;">Multi-Part Motions</p>

The following procedure demonstrates how to file a motion that requests more than one relief type.

NOTE: This process is NOT recommended for filing a multi-part motion which, if granted, changes the status or disposition of a case due to a program restriction which does not completely dispose of multiple requests for relief. The clerk's office encourages users to file a separate motion for the types of relief listed below:

- ✓ ***motions to convert***
- ✓ ***motions to dismiss***
- ✓ ***motions that affect the entered discharge***
- ✓ ***motions to consolidate two or more cases***
- ✓ ***motions to deconsolidate (split or sever) the debtor and/or joint debtor***
- ✓ ***motions to reopen a closed case***
- ✓ ***motions to transfer venue***

Users are advised to refer to the Fee Based or Non-Fee Based Motions/Applications procedures depending upon the type of relief sought. However, in the event a multi-part motion must be filed, follow these procedures: **[NOTE - The docket text may not match the exact title of the document.]**

In our example, we will file a non-fee creditor's **Motion to Dismiss the Case or Extend the Time to File an Objection to the Discharge of Debtor**.

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

- ◆ Click **Motions/Applications**.

STEP 3 The **Case Number** screen will display.

- ◆ Enter the complete case number. Click **Next**.
- ◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 The next screen verifies the identity of the case. Click **Next**.

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STEP 5 A document selection screen will display.

For our example multi-part “**Motion to Dismiss Case or Extend Deadline to Object to Discharge of Debtor**” is the title of the document being filed by a creditor. This motion does not require a fee. We will select the following.

- ▶ “Dismiss Case”
- ▶ “Extend Time to File 727 Complaint”
- ◆ Click on the arrow to obtain the alphabetical drop down list. Select and highlight the first part by clicking on it; then, hold the **[Ctrl]** key down and highlight each remaining part. *When finished, scroll through the entire list to ensure that each desired part has been selected.*
- ◆ Click on the check box if the document is being filed jointly with other attorney(s). Click **Next**.

STEP 6 The **Select the Party** screen will display.

- ◆ Locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed. **Note** - If you wish to select more than one party, such as a debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case. In our example, a creditor is selected.
- ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor, you may search by social security number or tax id number, if known.

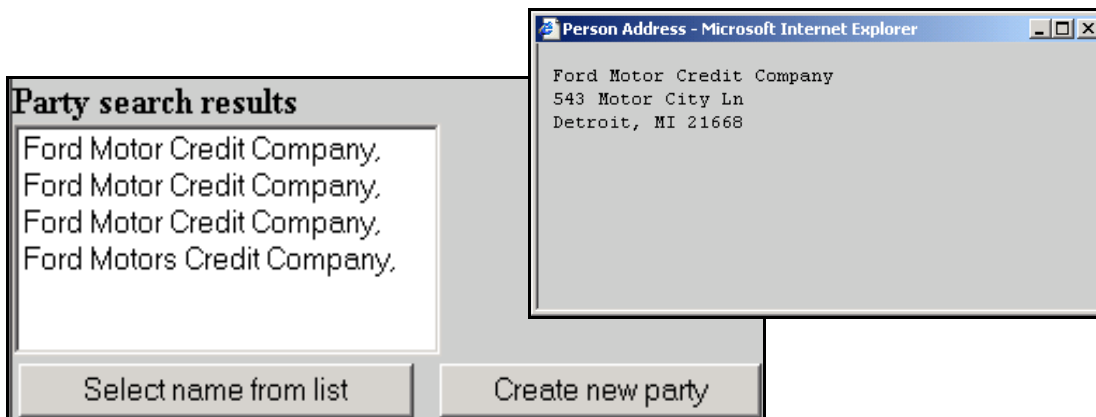
NOTE - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).*

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Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien" or "McDonald."
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed until the correct party appears with your c/o address. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, Click **Create New Party**.



STEP 7 The **Party Information** screen will display. Enter or change fields as needed. For our motion, the creditor was listed in the court's database so its address appeared in our selection field. *The only required change to this field was to change the role type to Creditor.* Click **Submit**.

STEP 8 The **Select the Party** screen will appear again with the added party highlighted. Click **Next**.

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STEP 9 Click on the check box to establish a link between the creditor and the attorney, if needed. For our example, we clicked on this box to establish a link between the attorney filing the document and the creditor. Click **Next**.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 10 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 Depending upon the relief types selected, you may find that the system will prompt the filer to answer questions or make selections about the relief type, including information about fees. The following two prompts will display.

In our example, the system will ask if the **Motion to Dismiss** is due to the debtor's failure to appear at the Meeting of Creditors. We have selected "**No**" because our sample motion is not for this default relief type. Click **Next**.

Is this Motion being Filed for Failure by Debtor(s) to File 11 USC Section 521 (a) Documents?

☐ Yes

☒ No

Next Clear

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Is this Motion being Filed for Failure by Debtor(s) to Attend the Meeting of Creditors?

☐ Yes
☒ No

EP 12 Docket Text: Modify as Appropriate - The relief types selected will appear in alphabetical order. Click on the arrow to display the prefix options. There are also blank text fields after each relief type to add any additional description. Our sample motion does not need a prefix or additional text so we will accept this entry. Click **Next**.

NOTE - Regarding prefixes, you may also type the first letter of the prefix to immediately move to items that begin with that letter (e.g., for Expedited, type "e").

Docket Text: Modify as Appropriate.

Motion to Dismiss Case ,

Motion to Extend Time to File 727 Complaint Objecting to Discharge of Debtor(s)

Filed by Creditor Ford Motor Credit Company (Shuler, Pam)

STEP 13 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

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Docket Text: Final Text

Motion to Dismiss Case, Motion to Extend Time to File 727 Complaint Objecting to Discharge of Debtor(s) Filed by Creditor Ford Motor Credit Company (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next

Clear

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browser's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

STEP 14 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.